

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration,
North Central Division,
Washington, D. C.
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DIVISION MEMORANDUM NO. 1 - (39)

General Correspondence Instructions

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Division Memorandum No. 1(38) of January 15, 1938, and all supplements thereto, are hereby canceled and the instructions herein shall govern preparation of correspondence; superseding all previous correspondence instructions.

PART I - POLICY CORRESPONDENCE

1. Correspondence with State Chairmen, Extension Service Officials (Washington and field), and administrative heads in the Department, relating to:
 - (a) Future or proposed programs,
 - (b) New interpretations of, or proposed revisions in existing programs or program provisions,
 - (c) Program conferences in Washington, States or counties,
 - (d) Questions of policy on administration of programs.
2. Correspondence with individual farmers giving final determination in cases of formal appeals on acreage allotments.
3. Correspondence with officials of national and State farm organizations, such as Illinois Agricultural Association, Farmers' Union, American Farm Bureau Federation, etc.,

shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").

- (1) This refers to memorandums, telegrams, letters.

PART II - SEMI-POLICY CORRESPONDENCE

1. Correspondence with State Chairmen, Extension Service Officials (Washington and field), administrative heads in the Department, and individuals, relating to:
 - (a) Fiscal Administration,
 - (b) Personnel,
 - (c) Supplies

shall be prepared for the signature of the Assistant Director (or in the event of his absence, for the signature of the person designated as "Acting Assistant Director"); the only exceptions being those outlined in Parts IV, VI, and VII.

- (1) This refers to memorandums, telegrams, letters.

PART III - SEMI-POLICY CORRESPONDENCE

1. Correspondence with individuals only, relating to:

- (a) Payments to individual farmers,
- (b) Practices necessary to earn payments,
- (c) Complaints on county and State administration concerning allotments, measurements, etc.,
- (d) Questions concerning program provisions and their interpretation where the policy is definitely established,
- (e) Questions concerning informational material on all programs being administered in the North Central Region; that is, conservation, commodity loans, crop insurance, etc.

shall be prepared for the signature of the Assistant to the Director (or in the event of his absence, for the signature of the person designated to act as "Acting Assistant to the Director"); the only exceptions being those outlined in Parts I, II, and VI.

PART IV - STATE OFFICE CORRESPONDENCE

1. All general memorandums to State chairmen (or the so-called "BLANKET MEMORANDUMS") shall in all instances be written for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director"). This refers also to telegrams of the same nature.

Types of policy correspondence to State chairmen outlined in items (b) and (d) of Part I hereof, and perhaps in special instances those named in items (a) and (c), if intended for distribution to all members of State Committees, men in key positions in State offices, farmer fieldmen, and all those concerned in the Washington office, shall be set up under the appropriate subject code indicating the program year, and in the case of 1939 and subsequent programs indicating the chronological serial number, and shall be prepared on the ditto machine. (See Memorandum Misc. 38-1 (Revised) which outlines the code symbols.

It should be understood, however, that there will always be blanket memorandums to State chairmen on any or all of the types of correspondence outlined in Part I which WILL NOT BE PREPARED ON THE DITTO MACHINE, but which will continue to be typed, with an original memorandum addressed to each individual

chairman. This refers particularly to scheduling of conferences, discussions of educational programs (unless purely informational in character), instructional memorandums on administrative policies (this refers mainly to North Central Division Administrative Section work) new programs in preliminary form, program provision revisions while still in tentative or proposed form and, of course, answers to the requests for specific information from State committees.

- (a) Paragraph number 1 above refers not only to the writing of memorandums and telegrams to all 10 States but also to memorandums and telegrams which, because of the program or subject involved, may be addressed only to some States, such as matters concerning the potato program, etc.; i. e. memorandums addressed to more than one State on the same subject are blanket memorandums.
- (b) Before preparing such general or "blanket" memorandums to all States, it is required that one such proposed memorandum be submitted through the regular channels to the Director for approval.
 - (1) To expedite such reference, a North Central Division reference jacket, NCR Office Form No. 12, for use on special material shall be used.
 - (2) Initials of all those approving such memorandums shall appear on the last carbon copy which shall be retained in the North Central Division files
- (c) After approval, the memorandums shall be returned to the proper person for preparation of the other memorandums.
- (d) In the case of memorandums which are to be typed, the original which has been approved shall be held until the balance are prepared and then shall be returned directly to the Director's office for signature, accompanied by the original reference jacket.

- (e) In the case of memorandums which are to be dittoed, the original ribbon copy carrying original signature, after preparation of memorandums for mailing, shall be returned to the North Central Division mail room for filing, accompanied by the original reference jacket.

A. Required Form (Typed Memorandums)

All such correspondence to State Offices shall be:

- (1) Addressed to the State Chairman
- (2) In Memorandum form,
 - (a) The only exception being where memorandum form is not acceptable in view of existing regulations; such as in transmitting checks, transportation requests, etc., to individuals.
- (3) Given an appropriate subject,
 - (a) Insofar as possible, no more than one subject shall be covered in a single memorandum.
 - (b) The subject shall be underlined under the last line only.
- (4) Acknowledged in the subject only,
 - (a) When acknowledgment is used, the underlining shall be under the last line of acknowledgment only.
- (5) Without a salutation
- (6) Without a complimentary closing
- (7) Without a date,
 - (a) The date shall appear on the carbon copies only - under the dictator's and stenographer's initials.

- (8) Transmitted for signature and mailing WITHOUT AN ENVELOPE,
 - (a) Envelopes already addressed shall be supplied in the mail room.
 - (b) In order that outgoing material may be easily separated from file material, a slip of paper may be folded over and fastened to the outgoing material only.
 - (c) Correspondence requiring special attention shall be covered by a Division reference jacket indicating desired action.

B. Required Form (Dittoed Memorandums):

All such correspondence shall be:

- (1) Set up under appropriate code symbol indicating program year, and with chronological serial number if applicable to 1939 and subsequent programs.
- (2) In memorandum form.
- (3) If to all States, addressed: "MEMORANDUM FOR ALL STATE CHAIRMEN", centered on the page.
- (4) If to less than the ten States, addressed: "MEMORANDUM FOR: (then name the States for which intended)"; the words "MEMORANDUM FOR" to be started flush with the lefthand margin of the body of the memorandum itself.
- (5) Given an appropriate subject - no more than one subject in single memorandum - the subject being underlined under the last line only.
- (6) Without a salutation.
- (7) Without a complimentary closing.
- (8) With the date on which original signature was placed on original ribbon copy; as indicated by reference jacket.
- (9) Transmitted for mailing with appropriate indication of the number intended for each State, a sufficient supply therefor and for NCD distribution.
 - (a) No envelopes required - to be furnished in mail room.

C. Use of Reference Jacket:

- (1) Date of reference shall always be indicated in the space provided in upper righthand corner.
- (2) The subject shall always be indicated in the space provided.
- (3) The first set of parentheses (next to names) shall be numbered, opposite appropriate name, in the order in which it is desired that such persons see the material covered by the jacket.
- (4) The set of parentheses (under title "For Initials") shall be checked, by check mark or x-mark, opposite appropriate name, if initials are desired.
- (5) The set of parentheses (under title "For Signature") shall be checked, by check mark or x-mark, opposite appropriate name, if signature is desired.
- (6) The space provided for comments may be used at discretion of dictator or any persons through whose hands such jacketed material passes.
- (7) The name of the person preparing the material, and his or her room number, shall always be indicated in the space provided.
- (8) At all times, indicate if material is to be returned for further action.
- (9) Each person who initials such jacketed material, prior to obtaining signature, shall so indicate on the face of the jacket by either initialing opposite their name or by canceling the reference number opposite his name.

PART V - INTER-OFFICE AND INTER-DEPARTMENTAL CORRESPONDENCE

1. Correspondence with other bureaus of the Department, and other Departments of the Government, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").

A. Required Form:

- (1) No date shall appear on the original, but shall be typed under the dictator's and stenographer's initials on the carbons.

- (a) Correspondence with other bureaus of the Department shall be prepared in memorandum form - using salutation and having a suitable subject.
- (b) Correspondence with other Departments of the Government shall be prepared in letter form.
- (c) Correspondence with other offices in the Agricultural Adjustment Administration shall be prepared in memorandum form - using salutation and having a suitable subject.
- (d) Correspondence that has been improperly referred to the North Central Division, or which can be only partially answered in the Division and must be referred elsewhere, may be referred to the proper office by means of memorandum Form AAA-47, if referred in the Agricultural Adjustment Administration. If not within the AAA, Section (a) and (b) above shall govern procedure. (If the dictator wishes, the usual memorandum form may be used rather than AAA-47).

PART VI - CONGRESSIONAL CORRESPONDENCE

- 1. All correspondence (except that under Secretary's and Administrator's jackets) addressed to Members of Congress, which pertains to the agricultural conservation program and related programs shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").
 - 2. All correspondence (except that under Secretary's and Administrator's jackets) addressed to Members of Congress which pertains to the corn-hog programs shall be prepared for the signature of the Acting Chief of the Corn and Hogs Section.
- A. Required Form:
- (1) All such correspondence, with the exception of telegrams, shall be in letter form.
 - (2) The date shall not appear on the original, but shall be typed on the carbon copies only, under the dictator's and stenographer's initials.
 - (3) One white carbon copy, bearing no identifying initials shall accompany original ribbon copies of such correspondence.

PART VII - EXTENSION SERVICE CORRESPONDENCE

1. Correspondence to Directors of Extension in the various States which is in answer to correspondence, or an inquiry addressed to certain Directors of Extension, shall be prepared for the signature of the Director (or in the event of his absence, for the signature of the person designated as "Acting Director").
2. All general program letters to Extension Directors (or the so-called "BLANKET LETTER") shall in all instances be written for the joint signature of the Director of Extension Work and the signature of the Director of this Division (or in the event of the absence of either, for the signature of the person or persons designated as "Acting Director of Extension Work" and/or "Acting Director").

A. Required Form:

- (1) All such correspondence, with the exception of telegrams, shall be in letter form, and shall be prepared on Department of Agriculture letterhead indicating "Agricultural Adjustment Administration and Extension Service Cooperating".
- (2) The date shall not appear on the original, but shall be typed on the carbon copy only, under the dictator's and stenographer's initials.
- (3) Carbon copies of such correspondence shall be furnished the Extension Service files.

PART VIII - INDIVIDUAL CORRESPONDENCE

1. Such correspondence which can be answered most appropriately in the Division shall be addressed to the individual, giving complete reply. Where the subject matter of the correspondence might be of interest or concern to the State Committee, a copy of the inquiry and our reply shall be sent to the chairman of the State concerned.
 - (a) Copies of such correspondence for the State chairman need not be sent under separate memorandum. Such copies shall be placed in the file of outgoing material just back of the original outgoing material and shall carry a notation to indicate disposition.

2. Such correspondence which can better be answered by the State Committee shall be acknowledged in the Division, advising the inquirer of the reference made. A copy of the inquiry shall be transmitted under an explanatory memorandum to the proper State chairman, requesting the desired action.

(a) Since original incoming inquiries (except those mentioned in (c) hereunder) must be retained in the AAA files, all such incoming inquiries shall be routed by the mail room direct to the stenographic pool to have three copies made on yellow manifold for use in making proper reference; then the inquiry shall be routed to the proper Section for attention.

3. Individual inquiries referred by Members of Congress shall be handled as indicated below:

(a) Complete answer shall be made to the Member of Congress if adequate information is available; returning any original correspondence enclosed with inquiry. Copies of such correspondence must be maintained for the AAA files. A copy of all such correspondence, if of interest or concern to the State Committee, shall be sent to the chairman of the State concerned.

(b) If adequate information is not available, the inquiry shall be acknowledged, advising the Member of Congress that complete information is being secured; returning any original correspondence enclosed with inquiry. Copies of such correspondence must be maintained for the AAA files. Copies of this correspondence shall then be transmitted to the State Chairman concerned under an explanatory memorandum. Upon receipt of the desired information, a complete reply shall be forwarded to the Member of Congress.

(c) The above procedure shall apply also to inquiries transmitted by Members of Congress which are referred to this office under Secretary's and Administrator's jackets.

Note: Copies of correspondence signed by the Secretary or Administrator shall not be transmitted under correspondence signed in the Division. Likewise, copies of letters to be signed in the Division shall not be transmitted under the Secretary's or Administrator's signature.

4. The North Central Division mail room will maintain what is to be known as an "Open Pending File" in which copies of our correspondence to State chairmen requesting reports on individual cases, for transmission to individuals or Members of Congress over the Secretary's, Administrator's, or our signature, will be filed. They will be checked periodically to determine if any requests are notably outstanding. If so, such copies will be referred to the original dictator so that he or she may write again requesting prompt report.

PART IX - MISCELLANEOUS

1. Acknowledgments:

- (a) On State office correspondence, the acknowledgment shall appear as a part of the subject.

- (1) When memorandum is in reply to correspondence from the State chairman, the following form shall be used:

Re: Red Clover Seed Situation - Your
Memorandum of January 15, 1939.

- (2) When memorandum is in reply to correspondence signed by someone in the State office other than the chairman, the following form shall be used:

Re: Red Clover Seed Situation - Memorandum
of January 15, 1939 from Mr. S. E.
Purvines.

Note: Underlining shall appear under the last
line only.

- (b) On correspondence prepared in this Division other than State office correspondence, the following form of acknowledgment shall be used:

"This is in reply to your letter of July 1, 1938"

and then whatever qualifying remarks are required because of the content or nature of the incoming correspondence may be added.

- (1) On correspondence referred for reply from the White House, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the White House has referred to this Department for consideration."

Note: In no instance should we state that a letter has been directed or addressed to the White House, or state that the President or Mrs. Roosevelt has referred the correspondence.

- (2) On correspondence referred for reply from the Secretary's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Secretary's office has referred to this office for consideration."

- (3) On correspondence referred for reply from the Administrator's office, this statement shall be added or inserted at the proper place in the acknowledgment:

"which the Administrator's office has referred to this office for consideration."

- (4) On correspondence referred from other persons (outside of the Division), proper mention of their names shall be made at the proper place in the acknowledgment, as:

"addressed to Mr. Wayne Darrow, Acting Director, Division of Information, has been referred to this office for consideration."

- (5) Correspondence to be signed in the Division, addressed to someone in the Division (even if not replied to by the person addressed) shall make no mention of such name in the acknowledgment.

Note: Do not restate in any type of acknowledgment misstatements appearing in inquiry.

2. Arrangement of file:

(a) Division Correspondence:

- (1) Outgoing correspondence (and envelope where required) clipped together.
- (2) AAA file copies and incoming correspondence clipped together.
- (3) Division file copy.
- (4) Parts (1), (2), and (3) shall then be clipped together under one clip.

(b) Secretary's Correspondence:

See Paragraph A (7), Section 9, hereof.

(c) Administrator's Correspondence:

See Paragraph B (5), Section 9, hereof.

3. Proper clearance and initialing of Division correspondence:

- (a) All correspondence involving matters which may be of concern or interest to Sections in the Division other than the originating Section shall be routed under Division reference jacket through the various offices concerned for approval and initials before transmitting for signature. In this way confusion because of conflicting or contradictory instructions will be kept at a minimum. Much of the work of the Sections overlaps to some extent and uniform results both in this office and in the State offices can better be obtained if this procedure is followed carefully.
- (b) All Division correspondence shall be initialed on the last carbon copy - which copy shall be retained in the North Central Division files.
- (c) The Chief of the Section shall initial all correspondence originating in his Section before such correspondence is transmitted for signature. The Chief of the Section shall designate whose initials, if any, he requires on correspondence prepared in his Section to be transmitted to him for approval.
- (d) Correspondence under Secretary's and Administrator's jackets shall be initialed on the last two white file copies below the file material intended for the AAA files, by the Chief of the Section where reply originated and by the Assistant Director and the Director, which copy shall always bear the designated legend; that is,

AAA-NCD
HNS:EKA
1-15-39
Jacket No. 6502

in the lower lefthand corner. A paper clip shall be clipped to this copy to indicate where initials are to be placed. In all instances the jacket shall be properly filled in by the office where reply is prepared.

4. Number of carbon copies:

(a) Division correspondence; with the exception of Congressional correspondence which requires an extra copy, only three copies shall be made.

(1) There may be times when a Section or Unit requires an extra copy of certain types of correspondence for reference work in that office. In those cases only shall copies in excess of three be made.

(b) Secretary's Correspondence;
See Paragraph A (4) and (5) of Section 9 hereof.

(c) Administrator's Correspondence:
See Paragraph B (3) of Section 9 hereof.

5. Distribution of dittoed blanket memorandums to members of the Division:

(a) After dittoed blanket memorandums have been mailed, a sufficient supply shall be furnished the Chief of each Section for distribution to all persons in his Section handling correspondence or persons who may be concerned in the subjects covered in order that they may keep informed concerning interpretations of policy, program provisions, amendments to instructions, bulletins, etc.

(1) Dittoed blanket memorandums which are to be distributed shall be numbered in accordance with NCD Memorandum Misc. 38(1), Revised, dated November 22, 1938.

(2) The Division mail room shall distribute copies of all such dittoed blanket memorandums covering programs previous to 1939, which of course do not carry a serial number, and include in such distribution any copies of typed memorandums which should be in that class.

Note: It is not believed necessary to distribute generally copies of memorandums dealing with routine matters concerning supplies, requisitions, amendments to regulations pertaining to personnel matters, and like matters.

6. Use of envelopes:

- (a) No envelopes shall be prepared for memorandums addressed to State chairmen.
- (b) Envelopes shall be prepared as usual for all other types of correspondence.
- (c) Chain envelopes, properly addressed, shall be prepared for all inter-bureau correspondence.

7. Filing of correspondence:

- (a) At least one copy of all outgoing correspondence prepared in the Division (and of correspondence prepared outside the Division which is to be signed by anyone in the Director's office) shall be retained in the North Central Division files.
- (b) Copies of incoming correspondence shall not be retained in the Division files, unless a particular request is made in some specific instance.
- (c) With the exception of certain special material, files on outgoing (and incoming) correspondence shall not be maintained in the various offices in the Division. The Chief of each Section shall be responsible for seeing that unnecessary duplication of filing is not caused by the building up of files in his Section.

8. Itineraries:

- (a) A typewritten copy of the schedule of all proposed field trips shall be submitted to the office of the Director at least two days previous to commencement of the proposed trip.
 - (1) A copy of this schedule shall be furnished also to the Administrative and Fiscal Section.
 - (2) This schedule shall indicate the name of the person traveling; the purpose of the trip; the time of departure; the points to be visited; and the time of return to the Washington office. Proper notification shall be given of any changes occurring after commencement of the trip.

9. Proper handling of jacketed correspondence:

A. Secretary's Correspondence -

- (1) All white file copies shall carry the dictator's and stenographer's initials, the Division name, the date, and the jacket number.

Example: HNS:jh
AAA-NCD
1-15-39
Jacket No. 9735

- (2) The salmon copy shall not carry initials or other identifying information.
- (3) Copies for Members of Congress, the White House, or for transmittal outside the Department, shall not carry initials or other identifying information.
- (4) Each jacket carries a request for the number of white file copies needed, in addition to the number required by the Division. It should be remembered that the number requested on the jacket includes the two copies required for the AAA files, and is not a request for that number in addition to the AAA file copies.
- (5) Two white file copies shall always be prepared for the North Central Division files. One of these copies shall be plainly marked "Return to North Central Division Files When Signed". The Division white file copy (not carrying this notation) is retained in the Division files at the time the letter is transmitted for signature. The other copy is returned to the Division files bearing the facsimile signature when original letter has been signed.
- (6) When enclosures transmitted with incoming letter are being returned to the writer of the incoming letter, two copies only need be prepared for filing purposes.

(We have been requested not to prepare more than this number of copies - unless a special request is made for additional copies. Surplus copies only mean unnecessary work for those handling these letters, necessitating rearranging of files and making disposition of the surplus copies.)

NOTE: Copies of enclosures to be returned with original letter shall not be retained in Division files unless special request is made for such copies.

- (7) The file on Secretary's letters shall be arranged as follows:

Jacket - properly filled in)	
Ribbon copy of letter)	
Extra white copy - if required)	
Enclosures - if any)	
Envelope - face up, lengthwise,)	clipped
Lefthand corner)	together
Blank sheet - to protect envelope from carbon smear)	
Salmon copy)	clipped
White file copy)	together
White file copy carrying notation "Return to North Central Division Files When Signed".		
All white file copies for AAA files)	
Incoming correspondence)	clipped together
White file copy)	
White file copy (NCD pending copy)		

All of above material then to be clipped together with one clip.

NOTE: The above is a new arrangement of the file copies of replies to be made under jacketed correspondence. It does not change the number of copies required. (See Paragraph A (4) and (5), Section 9, hereof).

B. Administrator's Correspondence:

- (1) All white file copies shall carry the dictator's and stenographer's initials, the Division name, the date, and the jacket number.

Example: HNS:jh
 AAA-NCD
 1-15-39
 Jacket No. 4795

- (2) Copies for Members of Congress, the White House, or for transmittal outside the Department, shall not carry initials or other identifying information.
- (3) Copies required -

One white copy for Administrator's office
Two white copies for AAA files
Two white copies for NCD files. One of these copies shall be plainly marked "Return to North Central Division Files When Signed". The Division white file copy (not carrying this notation) is retained in the Division files at the time the letter is transmitted for signature. The other copy is returned to the Division files bearing the facsimile signature when original letter has been signed.

It is understood, of course, that additional copies for Members of Congress, etc., shall be prepared as required.

- (4) When enclosures transmitted with incoming letter are being returned to the writer of the incoming letter, two copies only need be prepared for filing purposes.

Jacket - properly filled in)
Ribbon copy of letter)
Extra white copy - if required)
Enclosures - if any)
Envelope - face up, lengthwise,) clipped
lefthand corner) together
Blank sheet - to protect envelope
from carbon smear.
White file copy carrying nota-
tion "Return to North Central
Division Files When Signed".
All white file copies for AAA) clipped
files.) together
Incoming correspondence.
White file copy
White file copy (NCD pending copy).

All of above material then to be
clipped together with one clip.

NOTE: The above is a new arrangement of the file copies of replies to be made under jacketed correspondence. It does not change the number of copies required. (See Paragraph B (3), Section 9, hereof).

10. Acceptance and placing of long distance calls:

- (a) The Director's office only has authority to place or accept long distance calls. If it is thought necessary for a call to be placed, approval shall be obtained from the Director's office before call is consummated. Likewise, acceptance of incoming collect long distance calls shall have approval by the Director's office before call is consummated.
- (b) It is considered desirable to keep the expense of long distance calls to a minimum; using telegraph and air mail service wherever possible.

11. Prompt handling of correspondence:

- (a) Special attention shall be given at all times to Secretary's and Administrator's jacketed correspondence. Such correspondence shall be answered within three days of receipt. If complete reply cannot be made within that time, acknowledgment shall be made advising that it is necessary to obtain further information. Such further information shall be furnished at the earliest possible time.
- (b) Division correspondence shall be handled as promptly as possible, consistent with ability to furnish complete information.
- (c) Correspondence shall not be submitted for signature later than 4:00 P.M. daily, with the exception of telegrams intended to be sent out as night letters, or special air mail correspondence.

12. Required style and spacing on correspondence:
(FOR SPECIAL ATTENTION OF ALL STENOGRAPHERS)

- (a) Good judgment shall be used in placing of typed material on a page, according to the length of such material.
 - (1) Care shall be taken to avoid crowding material too close to the top of the page.
 - (2) Care shall be taken to avoid crowding the signature too close to the bottom of the page.
- (b) On all correspondence, a margin of 1-1/4 inches shall be allowed on each side of the page, and at the bottom of the page.

- (c) On all correspondence, paragraph indention shall be 7 spaces. Any further indention required shall be made consistent with the amount of material to be so indented and the number of such further indentions.
- (d) On all correspondence, each page other than the first shall be numbered in the center of the page one inch (1 inch) from the top and three single spaces from the first line of typing, the number being preceded and followed by a dash, thus: - 2 -. This means that the first line of typing shall begin 1-1/2 inches from the top of the page.
- (e) At no time shall the second page of a letter or memorandum consist of less than three lines of typing. Do not submit correspondence for signature where the second page consists of a carry-over of two or three words, or as stated above less than 3 lines of typing.

NOTE: It is, of course, understood that none of the instructions herein concerning spacing, indentions, etc., are intended for dockets and other documents on which a well-established procedure is being followed and has been approved.

- (f) Stenographers are requested to follow the instructions concerning general correspondence matters contained in the informational booklet prepared by Miss S. A. Staley except those instructions (if any) which do not agree with those contained herein.

13. Telegraph service:

- (a) Telegrams shall be used in communicating with State committees and others ONLY WHEN ABSOLUTELY NECESSARY. Matters which can be handled by mail, especially where possible to obtain overnight service, shall be handled by mail rather than by telegram.
- (b) In preparing telegrams, care shall be taken to see that as few words as possible are used; of course maintaining clearness of meaning at all times.
- (c) If a telegram consists of 18 words or less, it shall be sent straight service rather than dayletter or night-letter. This service is speedier and less expensive.

- (d) If a telegram consists of 19 words or more, it shall be sent as a nightletter unless the nature of the telegram demands transmission during the day, in which case it may be transmitted as a dayletter. Nightletters are less expensive than dayletters. Telegrams prepared as dayletters very often do not reach this office early enough in the day, making it necessary to change the type of service designated.

A. Required form:

- (1) No date shall appear on the telegram; the date shall be typed on the carbons only, under dictator's and stenographer's initials.
- (2) The proper appropriation and symbol numbers shall appear in the space provided on the telegraph blank - the name of the originating office (Washington, D. C.) shall appear thereunder. (See Office Memorandum No. 35 dated July 1, 1938).
- (3) The type of service shall be designated in all instances.
- (4) The address shall be in block form.
- (5) If to more than one person, addresses of all may appear on telegram, if there is sufficient space. If not, a list containing the names of other addresses shall be attached; two copies to accompany original yellow telegram form; one copy to accompany AAA file copies; the Division file copy to be accompanied by such a list or to be marked in such a manner as to indicate to whom sent.
- (6) If telegram is in reply to previous telegram or letter, acknowledgment shall be made as the last line of the address in the following form (whichever is appropriate); "Relet July 1 or Retel July 1".
- (7) The body of the telegram, as well as address and signature (and title where required) shall be typed in full "caps".
- (8) The body of the telegram shall, in all instances, be typed double spaced.

- (9) Figures shall be spelled out in words in telegrams, thus: "two naught three" rather than "203".
- (10) Telegrams shall be punctuated in the same manner as letters or memorandums. Do not spell out punctuation - use punctuation marks. Do not use the word "Stop". (There is no charge for punctuation, if punctuation marks are used, but there is a charge at regular word rate for that spelled out).
- (11) If the title of the sender of the telegram is known to the receiver (as in the case of the Director or Assistant Director) only the sender's name shall be typed on the original of the telegram; the title and Division name appearing on the carbons only.
- (12) If the telegram is for the signature of a person acting in either of the above-named positions and the title would not be clear to the receiver, the title and Division name shall appear on the original as well as the carbon copies of the telegram.

No deviations from the procedure herein are to occur without prior approval by the Assistant Director. If any changes are desired, they should be presented to the Assistant Director for approval. If approved, the change will be made and proper notice shall be given by this office.

Claude R. Wickard

Claude R. Wickard,
Director,
North Central Division.

